

# City of Alexandria, Virginia BIDDER'S MAILING LIST APPLICATION

Division of Purchasing  
Suite 301 - Bankers Square  
100 North Pitt Street  
Alexandria, VA 22314  
Fax: (703) 838-6493

\* a required field

[Read information and instructions carefully](#)

1. Company name *	2. Application date * Previous application date								
3. Address for bids *	4. Remittance address								
5. Telephone number* (      )      ext	6. Facsimile (      )								
7. Type of organization Minority                                      Small business Individual                                   Partnership Corporation Gross annual sales \$	8. State of incorporation  Federal Identification #  (SSAN if Individual) #								
<table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">9. Officers</td> <td style="width: 40%; text-align: center;">Name</td> <td style="width: 40%; text-align: center;">Title</td> <td style="width: 20%; text-align: center;">Authorized to sign bids</td> </tr> <tr> <td style="text-align: center;">*</td> <td style="text-align: center;">*</td> <td></td> <td></td> </tr> </table>		9. Officers	Name	Title	Authorized to sign bids	*	*		
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*	*								
10. For information about products/services/bids, contact <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Name</td> <td style="width: 50%;">Address</td> </tr> <tr> <td>Title</td> <td></td> </tr> <tr> <td>Phone #</td> <td style="text-align: center;">ext.</td> </tr> </table>		Name	Address	Title		Phone #	ext.		
Name	Address								
Title									
Phone #	ext.								
11. Products/Services company supplies (Furnish catalogs or descriptive literature) *									
<table style="width: 100%; border: none;"> <tr> <td style="width: 45%;">12. Name of Person Completing Form</td> <td style="width: 55%; vertical-align: top;">I understand that failure to respond to Invitations to Bid shall be cause for removal from the City's Vendors List. Further, I understand that my company must comply with provisions of City Code relating to Equal Employment Opportunity, Collusion and Disclosure of Interest.</td> </tr> <tr> <td>Name *</td> <td></td> </tr> <tr> <td>Title</td> <td></td> </tr> <tr> <td>Email Address *</td> <td></td> </tr> </table>		12. Name of Person Completing Form	I understand that failure to respond to Invitations to Bid shall be cause for removal from the City's Vendors List. Further, I understand that my company must comply with provisions of City Code relating to Equal Employment Opportunity, Collusion and Disclosure of Interest.	Name *		Title		Email Address *	
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Name *									
Title									
Email Address *									
<b>CITY USE ONLY</b>  1. Vendor number 2. Commodity code(s): 3. Date entered 4. Entered by									